

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Human Resources Analyst

Unit: Confidential

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Job Code: L1933
Original Date: 07/2018
Last Revision: 07/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 29

DEFINITION

Under the general direction of the Director, Employee Relations, or assigned supervisor or manager, independently perform a wide variety of complex, journey-level duties in support of one or more major programs involving human resources information systems processes and outcomes, including salary/compensation functions; research, analyze, develop, and document processes; recommend changes to existing system processes; program system changes. Provide support in a variety of Employee Relations functions. Lead and provide work direction to assigned staff.

EXAMPLE OF DUTIES

1. Independently perform a wide variety of complex, journey-level duties in support of one or more major human resources programs according to District policy and procedures, federal and State rules and regulations, and labor relations contracts; plan, lead, and provide work direction to other human resources and campus staff; train others and organize work; perform quality assurance reviews of input districtwide.
2. Conduct research and perform specialized analyses and studies to integrate or modify human resources information systems and make intricate decisions regarding complex system processes.
3. Develop and implement detailed specifications for human resources information systems to upgrade processes and/or make modifications to various human resources system functions, including salary/compensation; set-up and maintain database system tables and database tracking systems.
4. Serve as the liaison between assigned area and computer support services; provide technical expertise and recommend modifications to solve issues with existing system processes; work closely with outside consultants or other service providers.
5. Implement major parts of Human Resources Salary/Compensation programs; establish and maintain all District salary schedules; implement off-schedule and retro processes; ensure accuracy of salary schedules, rules, and processes, including a wide variety of salary schedules related to the District's multiple employee groups.
6. Research and draft responses to a variety of employee relations issues. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation; handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll, and personnel information.
7. Provide a wide range of information to faculty, staff, agencies, and the public; interact effectively with applicants, employees, retirees, and the general public on a wide variety of sensitive issues; provide technical advice and detailed assistance to administrators, faculty, and employees regarding interpretation of District human resources policy and procedures, federal and State rules and regulations, and labor relations contracts; assist staff members with administrative problems and procedures.
8. Operate computers and business-related software, including word processing, spreadsheets, and databases; assist in the design of web pages for District information and public use; input data, text, code, and characters; edit, review, verify, and extract data from computer databases.

9. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues; assist in the formulation, preparation, and modification of operational policies, procedures, and systems; recommend changes to existing policies and procedures within the assigned program.
10. Represent the department or office in meetings or conferences; act as liaison between designated area and other segments of the District or the public; coordinate and schedule meetings and interviews; provide orientations and workshops.
11. Interpret and apply District policies, procedures, rules, and regulations; understand, interpret, and apply applicable sections of the California Education Code, District collective bargaining contracts and Meet & Confer Agreements, and other local, State, and federal laws; learn updates and revisions to regulations, policies, rules, and Collective Bargaining Agreements.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code and other local, State, and federal laws.
Basic research procedures and principles, including problem solving and research techniques.
Billing, posting, and balancing accounting, financial, and statistical record-keeping practices.
Computer applications and systems, including word processing, spreadsheets, and databases.
District organization, operations, policies, procedures, and objectives.
District policies, practices, rules, regulations, and procedures as applied to assigned program.
English usage, grammar, spelling, punctuation, and vocabulary.
General computer operations and platforms and business-related applications and database management.
Human Resources functions and departments and general procedures and practices.
Human Resources payroll systems database, elements, processes, and general operational methods.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Principles, practices, and terminology used in human resources functions and systems project management.
Principles and practices of administration, supervision, and training.
Record-keeping techniques.
Research and analysis in the application of business and statistics and reporting techniques.
Understanding of collective bargaining contracts.

Skills and Abilities:

Administer human resources salary/compensation systems and business processes.
Analyze and evaluate systems operations and make recommendations in operations, systems, procedures, policies, and methods.
Analyze situations accurately and adopt an effective course of action.
Analyze data, drawing logical conclusions and making appropriate recommendations.
Communicate effectively both orally and in writing.
Compile data and analyze situations; translate findings into clear, concise reports and recommendations.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Establish and maintain effective working relationships with others.
Identify different approaches creatively and initiate constructive approaches and solutions.
Input data, text, code, and characters.

Interact effectively with applicants, employees, retirees, and the general public on a wide variety of sensitive issues.
Interpret, apply, and explain policies, procedures, rules, and regulations.
Lead, train, and provide work direction to others.
Maintain computer software files and tables.
Maintain confidential and complex records and files.
Meet schedules and timelines.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Perform a wide variety of difficult, specialized, and complex technical human resources work in technical area assigned.
Plan and organize work.
Provide technical expertise and analytical support.
Understand and follow oral and written directions.
Work confidentially with discretion.
Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree in business administration, human resources management, or a related field and five years of analytical and complex technical experience in salary or compensation administration, including two years of progressively responsible human resources systems experience involving process development and modifications in an employee relations environment.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel from site to site and outside of the District.